

**WESTTOWN TOWNSHIP  
JOB DESCRIPTION**

**TITLE:** RECREATION PROGRAM COORDINATOR (Full-Time)  
**DEPARTMENT:** PARKS & RECREATION  
**LOCATION:** ADMINISTRATION BUILDING  
**FLSA STATUS:** NON-EXEMPT  
**SUPERVISOR:** PARKS COORDINATOR/EXECUTIVE ASSISTANT

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**GENERAL DUTIES**

The Recreation Program Coordinator is responsible for further developing and nurturing a sense of community within Westtown Township. The position is responsible for recreation programming, event planning and management, and use of the Township's park facilities (pavilions, athletic fields, and courts). The position also provides redundancy to the Parks Coordinator/Executive Assistant for management and use of the Oakbourne Mansion, Township communications, including social media, and coordination with the Parks and Recreation Committee. As a part of the administrative staff, the position will also provide support for general office functions as needed.

**RESPONSIBILITIES**

Under the direction of the Parks Coordinator/Executive Assistant, this position has the following responsibilities and duties:

- Proposes, develops, and implements recreation programs based on resident demand, including activities and events geared towards residents of all ages;
- Serves as the Township's primary point of contact for third party program providers;
- As necessary, coordinates volunteers and/or hires and supervises seasonal employees to assist with recreation programs;
- Plans and coordinates annual Township events, including but not limited to, Westtown Day, the annual egg hike, holiday home decoration contest, movies in the park, summer concerts, etc.;
- Coordinates baseball and soccer field leases with sports leagues;
- Uses social media and other communications tools, including the Westtown Gazette and the listserv, to market Township recreation programs and events and general information about the Township's parks and open spaces;
- As appropriate, monitors park use to ensure that facilities are being used fairly and efficiently, and as necessary recommends and implements solutions to ensure their orderly use;
- Processes pavilion, fire circle, park use, and multi-purpose field rental permits;
- Provides administrative support to the Friends of Oakbourne and Community Garden Club

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- Acts as back up to the Parks Coordinator for duties in and around Oakbourne Mansion, including mansion rentals for special events.
- Recommends changes to park policies and the Township's park ordinance (Chapter 113), as needed;
- Along with the Parks Coordinator, serves as co-liaison to the Parks & Recreation Commission (P&R) and attends monthly P&R meetings;
- Provides general administrative support in the Township office, as needed. Duties may include answering phones, basic constituent services, meeting packet preparation, website updates, etc.

**Qualifications:**

- Bachelor's degree
- 1+ years relevant work experience in parks and/or recreation management preferred
- Successful passage of FBI background check, with fingerprints; Pennsylvania State Police Criminal Record Check; and ChildLine Child Abuse History Clearance are all required as a condition of employment
- Proficiency in Microsoft Office applications including Word and Excel, and Adobe
- Proficiency with standard social media platforms, including Facebook, YouTube, Instagram, and NextDoor
- Ability to develop marketing materials, including basic graphic design and copywriting skills preferred
- The ability to work independently and in a team environment
- Excellent organizational and interpersonal skills
- Superior written and verbal communications skills
- Ability to maintain composure and a positive demeanor, even when dealing with difficult circumstances
- Valid driver's license
- Willingness and ability to work some evenings and weekends